

UNITED STATES GOVERNMENT

U.S. CIVIL SERVICE COMMISSION

# Memorandum

Subject: President Ford's Memorandum of November 20, 1975,  
for the Heads of Departments and Agencies

Date: Dec. 5, 1975

In Reply Refer To:

From: Joseph W. Lowell, Jr.  
Assistant Executive Director

Your Reference:

To: Directors of Equal Employment Opportunity  
Directors of Personnel

*reply required  
by 20 Jan 76*

In a memorandum for the heads of departments and agencies dated November 20, 1975, President Ford underscored the applicability of equal employment opportunity law and Executive Order, as well as legislation prohibiting age discrimination in employment, to personnel actions involving the assignment of Federal employees to foreign countries. A copy of the President's memorandum is attached.

The memorandum instructs agencies having positions overseas to review their selection procedures with reference to these positions to assure conformity with applicable law, Executive Order, and merit system requirements. These agencies are also required by the memorandum to issue appropriate internal policy guidance within 60 days, and to send a copy of the guidance to this office.

The White House memorandum is a clear mandate for strict compliance with statutory and regulatory prohibitions against discrimination in Federal employment based on race, color, religion, sex, national origin, or age, and the agency policy issuances called for in the memorandum should reflect strong management commitment to the requirements of law and other public policy in this area. The White House and agency policy should, of course, be communicated promptly to all agency personnel involved in making selections for overseas positions.

In accordance with the President's instructions, all agencies having positions overseas -- and we are interpreting this to include those agencies which have occasion to select employees for temporary assignments overseas -- should immediately conduct the required review of their selection procedures.

We will expect each agency to send us a copy of its policy guidance material not later than January 20, 1976. In addition, to assist us in carrying out the responsibility assigned to the Civil Service

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Commission for insuring compliance with the President's memorandum, we are asking each agency to send us, by the same date, a copy of the results of its review of selection procedures.

Agencies to which the requirements of the President's memorandum do not apply because they have no overseas positions should so indicate to us in writing, also by January 20, 1976.

We have addressed this memorandum to Directors of Personnel as well as Directors of Equal Employment Opportunity, since both EEO and personnel staffs should be involved in the review of agency selection procedures and the development of agency guidance. However, we will expect Directors of Equal Employment Opportunity to take lead responsibility for assuring that the materials called for are sent to this office by January 20, 1976.

Attachment

UNITED STATES  
CIVIL SERVICE COMMISSION  
WASHINGTON, D. C.

For your information:

It is noted that the number of the public law which amended the Age Discrimination in Employment Act was typed incorrectly in the White House memorandum. The correct number is P.L. 93-259.

FROM ---

*Joseph W. Lowell, Jr.*  
*Assistant Executive Director*

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Next 1 Page(s) In Document Exempt

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